

**Instructions for Accessing and Using
the
Bi-State Regional Housing Partnership Database**

What is it?

The Bi-State Regional Housing database was created for the Bi-State Regional Housing Partnership (BRHP) project. The database is compiled of hundreds of data tables that pertain to the Portland-Vancouver metropolitan area. All of the data are derived from the 1990 and 2000 U.S. Census files called Summary Tape Files 1 and 3 (1990), and Summary Files 1 and 3 (2000).

The tabulated data contained in the BRHP database are housed in a Microsoft Excel file. A navigation application was developed in Excel and provides the ability to access and use the data. The database consists of several spreadsheets that are accessed through a simple-to-use navigation tool that asks the user to identify which of the many data tables to view.

The BRHP Database is **'Read Only'** and **protected on a CD ROM** so that its contents cannot inadvertently be modified or lost. The CD ROM also includes the **technical documentation** of the methods and sources that were used to create the database, technical documentation from the U.S. Census, and a **copy of these instructions** on how to use the database.

Requirements to run the navigator application

The navigation application **requires that Excel in Microsoft Office 2000** (with Service Pack 3 installed, if necessary), or **Excel in Office XP**, be installed on the user's computer. If the user has an earlier version of Office 2000, Service Pack 3 (an upgrade) may need to be installed in order for the Navigator to operate properly. The upgrade is available at:

www.microsoft.com/office/downloads/top10.asp .

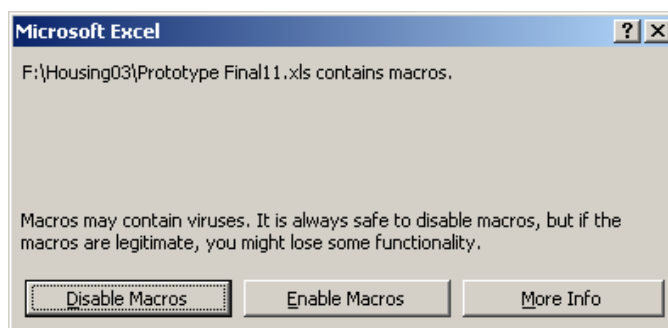
Running the application

No installation program is required to run this application. The application, supplied as the Excel file named 'BRHP Database.xls' on the CD ROM, may be run from the CD ROM, or copied to the user's hard drive.

The application can be **run directly from the CD ROM** by navigating to the CD ROM drive on the user's computer. From there, an icon for the directory, named 'OpenThisFolder' on the CD ROM, should appear in the window. Double click on the icon to expose the BRHP Database and 'Census Data Documentation' folders, and the 'Instructions for Using the BRHP Database.doc' file. If the user double-clicks on the icon for the Database, the files 'BRHP Database.xls' and 'Technical Documentation for the BRHP Dbase.doc', will be listed. Select the xls file (with a double-click) to begin the program and view the data.

If the user would rather **copy the application and run it from the computer's hard drive**, navigate to the 'OpenThisFolder' directory as mentioned above, and drag the icon to the hard drive location (C:\, D:\, etc.). After the directory is copied onto the computer, go to the new location of 'OpenThisFolder' via the computer's directory listing (e.g. *My Computer* or *Explorer*), or start Microsoft Excel, and open the BRHP Database sub-directory to retrieve the 'BRHP Database.xls' file. The file will load by double-clicking on it, and then the program will begin.

As the database program begins, a window appears on the screen that asks the user's permission to enable Excel Macros (see image to the right). In order to proceed, the user will need to click 'Enable Macros' button. *It is assured that this program does not contain a virus.*



It will take a few seconds for the program to fully load. During this process, it is normal to see the spreadsheet pages of Excel appearing quickly and briefly on the screen as they are opening up.

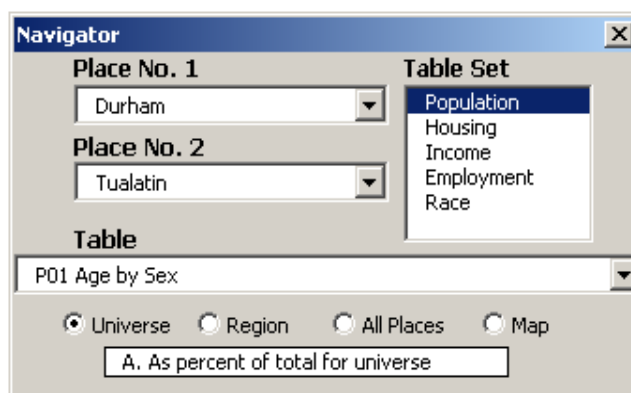
After the program has finished loading, a floating pane labeled "Navigator" will appear at the center of the computer screen, and some of the data tables will be visible behind it. The *Navigator* may be moved by dragging it across the screen with the mouse.

Navigating the data

Selecting which table(s) to view is accomplished by using the *Navigator* pane, as shown to the right.

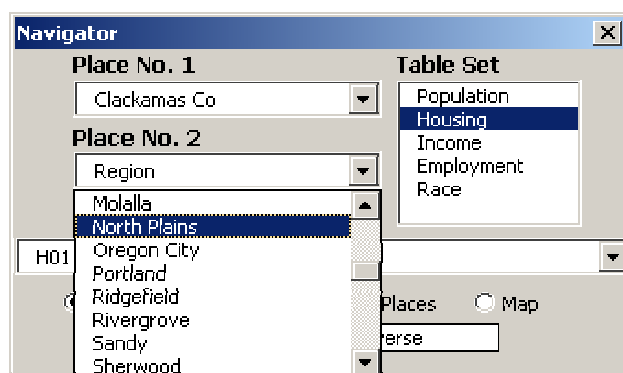
There are four options to choose from depending on which data the user would like to view:

- geographic areas (Places No.1 and 2),
- the category of tables (Table Set),
- the specific table within the chosen set (Table), and
- the type of view itself (the buttons for Universe, Region, and All Places).



There is another feature available - a map of the Portland-Vancouver region may be displayed with the additional button (Map).

Selecting places: The scroll boxes labeled *Place No. 1 and Place No. 2* allow the user to pick two places for comparison purposes. Use the mouse to put the cursor on the down arrow to the right of the box to see a list of places. This list includes the individual four counties in the Portland-Vancouver metropolitan area, all cities and unincorporated areas in each of the counties, and the four-county region as a whole (the counties, and unincorporated areas are



at the bottom of the list). After one or two places is selected, the program will take a few seconds to load the data. When the data selected for these places are ready to view, they will appear on the screen.

Selecting a *table set*: The rectangular list box under the label **Table Set** allows the user to select a general topic of data to explore. After one of the options (Population, Housing, etc.) is selected, a list of available tables will appear under **Table** scroll box. Please note: the table set called 'Income' includes data on **housing costs** as well as income.

The Navigator window displays the following settings:

- Place No. 1:** Clackamas Co
- Place No. 2:** West Linn
- Table Set:** Population, Housing, **Income**, Employment, Race
- Table:** I01 Dividend or Rental Income
- View:** ☒ Universe, ☐ Region, ☐ All Places, ☐ Map
- Display:** A. As percent of total for universe

Selecting a *table*: Use the mouse and click on the 'down' arrow to the right of the **Table** box. A list of available data tables that are included in the table set that was previously chosen will appear. After a selection is made, the *Navigator* will bring the table into view on the screen. The user is also able to browse through other tables (in addition to the one selected, by using the scroll bars either on the right side, or at the bottom of the Excel window. Using the *Navigator*, however, will quickly take the user to a specific table.

The Navigator window displays the following settings:

- Place No. 1:** Clackamas Co
- Place No. 2:** West Linn
- Table Set:** Population, Housing, **Income**, Employment, Race
- Table:** I01 Dividend or Rental Income, I02 Social Security Income, **I03 Retirement Income**, I04 Public Assistance Income, I05 Other Type of Income, I06 Households with Earnings, I07 Poverty by Age
- View:** ☒ Universe, ☐ Region, ☐ All Places, ☐ Map
- Display:** A. As percent of total for universe

Selecting a *table view*: The **radio buttons** (for Universe, Region, All Places) allow the user to view different presentations of the data by selecting one of the three options. In addition to displaying the data, **Universe** shows counts and percentages based on the total for the universe for the data (for example, the share that males represent of the total population is shown as percent male). The percent change (i.e. the amount of growth between 1990 and 2000)

The Navigator window displays the following settings:

- Place No. 1:** Clackamas Co
- Place No. 2:** West Linn
- Table Set:** Population, Housing, **Income**, Employment, Race
- Table:** I03 Retirement Income
- View:** ☒ Universe, ☐ Region, ☐ All Places, ☐ Map
- Display:** A. As percent of total for universe

is also presented in the *Universe* view. The tables displayed in the *Universe* view have an ‘A’ tagged at the end of the table number.

Example of *Universe* table view:

Clackamas Co							Wes
P08A. Age by Language Spoken at Home (Universe: Population 5 Years And Over)	Number		Share of Total		Change 1990-2000		19
	1990	2000	1990	2000	Number	Percent	
5 to 17 years:	55,175	66,332	21.3%	21.0%	11,157	20.2%	3,6
Speak only English	52,066	59,345	20.1%	18.7%	7,279	14.0%	3,4
Speak Spanish:	1,410	3,455	0.5%	1.4%	2,045	14.5%	
Speak English "very well"							
Speak English "well"							
Speak English "not well" or "not at all"							
Speak Asian and Pacific Island languages:							
Speak English "very well"							
Speak English "well"							
Speak English "not well" or "not at all"							
Speak other languages:							
Speak English "very well"							
Speak English "well"							
Speak English "not well" or "not at all"							

Region shows the counts and percentages of the data values for each place as a share of the whole four-county region’s total. The *Region* table view also displays the rank that the place holds in the whole region. Tables in this view are indicated with a ‘B’ after the table number.

Table

I03 Retirement Income

☐ Universe
 ☒ Region
 ☐ All Places
 ☐ Map

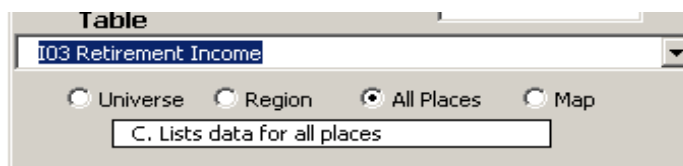
B. As percent of PDX region

Example of *Region* table view:

Clackamas Co							Wes
P08B. Age by Language Spoken at Home (Universe: Population 5 Years And Over)	Number		Share of Region		Rank in Region		19
	1990	2000	1990	2000	1990	2000	
5 to 17 years:	55,175	66,332	21.5%	20.2%	-	-	3,6
Speak only English	52,066	59,345	22.0%	21.7%	-	-	3,4
Speak Spanish:	1,410	3,455	19.8%	14.2%	-	-	
Speak English "very well"							
Speak English "well"							
Speak English "not well" or "not at all"							
Speak Asian and Pacific Island languages:							
Speak English "very well"							
Speak English "well"							
Speak English "not well" or "not at all"							
Speak other languages:							
Speak English "very well"							
Speak English "well"							
Speak English "not well" or "not at all"							

All Places shows all of the 1990 and 2000 data for all places beginning with the variable that the user has chosen. The 1990 data are located at the top of the page and the 2000 data are at the bottom. Use the

scroll bar on the right in the Excel window to navigate down the page to see data for all of the places and the 2000 data. The page can be scrolled up and down depending on which data the user would like to view. The scroll bar on the bottom of the window can be used to navigate left and right in order to bring data for additional variables on the screen.



Data values in the *All Places* view represent counts and do not include calculations such as those in the other views. The tables in this view are numbered **without a letter** tagged to the end.

Example of *All Places* table view:

4	1990 Data: on the top half of page; 2000 Data: on the bottom half of page			P01. POPULATION: AGE BY SEX (Universe: persons)				
5	NAME	Co.	FIPS	Total	Male:	Under 5 years	5 to 9 years	10 to 14 years
58	Tualatin (Wash)	067	4106774950	13,257	6,583	588	636	
59	Wilsonville (Clack)	005	4100582800	7,096	3,343	279	245	
60	Wilsonville (Wash)	067	4106782800	10	6	0	0	
61	Woodland (Clark)	011	5301179625	94	46	3	1	
62	Woodland (Cowlitz)	015	5301579625	2,406	1,148	106	109	
63	Clackamas Co Uninc	005	4100582800	13,257	6,583	588	636	
64	Multnomah Co Uninc	051	4100582800	7,096	3,343	279	245	
65	Washington Co Uninc	067	4106782800	10	6	0	0	
66	Clark Co Uninc	011	5301179625	94	46	3	1	
67	Clackamas Co	005	4106782800	2,406	1,148	106	109	
68	Multnomah Co	051	4100582800	13,257	6,583	588	636	
69	Washington Co	067	4106782800	7,096	3,343	279	245	
70	Clark Co	011	5301179625	10	6	0	0	
71	Region		99					
72	Population-1-2000			P08 Age by Language Spoken at Home				
73	Banks	067	4106782800					
74	Barlow	005	4100582800					
75	Battle Ground	011	5301179625					
76	Beaverton	067	4106782800					

The **Map** button shows a map of the study area and a list of all of the places the data pertain to in the study area. This map is not interactive.

Closing and Restoring the Navigator pane

The navigator may be closed by clicking on the 'X' in the upper right corner of the pane.



When the navigator tool is closed, it may be restored anytime by simultaneously pressing the 'Shift' key, the 'Ctrl' key and the 'N' key on the computer's keyboard. Another option would be to scroll to its permanent location at the top-left-most area of the *Universe* and *Region* pages.

Alternate Ways to Browse the Data

The user may browse the data tables in each Database spreadsheet (i.e. in any of the table views) without the *Navigator* by using the **Excel scroll bar** located on the right side of the window, or the scroll bar at the bottom to move through the tables up and down, left to right. The ‘up’ and ‘down’ arrows on the keyboard will allow the user to scroll through the data in the same manner as mentioned above. If the bottom scroll bar is hidden, it may be exposed by “dragging” the mouse’s cursor downward on the bottom task bar.

Printing and Copying Data

Handling and manipulating the data (creating new tables or making charts with the data) **require that the data be copied and pasted into a new spreadsheet.** No special tools are provided for printing the tables or saving extracts to another program. All that is required are available in the menu and toolbar at the top of the Excel window.

To print directly from the Database screen: (1) **select and highlight the area** to print, (2) in ‘**File**’ on the window’s menu, choose ‘**Print Area**’, then ‘**Select Print Area**’ and (3) ‘**Print**’. The *Navigator* **can remain open** because it will not be captured in the ‘Print Area’ and will not be printed with the data.

To copy data from the Database: (1) **open another Excel spreadsheet** to which the user wants to copy the data, (2) select and **highlight the area** to be copied, (3) in ‘**Edit**’ on the window’s menu, select ‘**Copy**’ to copy the data to the clipboard, and then on the **destination** spreadsheet, click on ‘**Edit**’, ‘**Paste Special**’, and then ‘**Values**’. If the user would like the data to be in the exact same format as in the database (i.e. the way the table and data look in the database), with the data in the new destination still highlighted, again go to ‘**Edit**’, ‘**Paste Special**’, and then choose ‘**Format**’.

To **exit the Navigator application (the Database)**, click on ‘File’ on the menu bar at the top of the Excel window and select ‘Exit’.

Information about the data

Comments regarding the data are inserted in the *All Places* data pages for several of the data tables. These **notes** are provided to serve as an aid to better understand what the data represent in the tables that they are attached to. The notes are identified by a **small red tab in the upper right corner** of a spreadsheet cell. The comments may be viewed by placing the mouse’s cursor directly over a cell that has a red tab. The comment will pop-up and close as the user moves cursor on and off the cell.

Database (Persons)									
Insert Format Tools Data Window Help									
C	D	BF	BG	BH	BI	BJ	BK	BL	B
		Data in this table are regrouped to make data more comparable between 1990 and 2000.							
		P02. Hispanic Origin By Race (Universe: Persons)							P03.1
					Native American/Alaskan Native	Asian/Pacific Islander/Native Hawaiian	two or more (2000 only)	Hispanics	Hot o
Co.	FIPS	Total	White	Black					Hot o
067	4106703850	563	525	1	11	4	0	22	
005	4100504000	118	105	0	1	0	0	12	
011	5301104475	3,758	3,579	10	25	32	0	112	
067	4106705350	53,310	46,724	524	290	4,085	0	1,687	
011	5301109480	6,442	6,196	16	56	72	0	102	
005	4100510750	8,983	8,036	6	58	145	0	738	

For further explanation of the data in the tables, see the ‘**Technical Documentation for BRHP Dbase.doc**’ which is located in the ‘BRHP Database’ folder on the CD. It can be viewed in Microsoft Word. The document was prepared by PRC to describe the methodology used to develop the BRHP Database and cite the sources for the data. The document addresses comparability and other issues of importance to be aware of when using the data in the Database.

Additional information is provided in the CD’s ‘**Census Data Documentation**’ folder. Included in the folder are four separate files – one for each Census data source that was used to create the BRHP Database. They are called ‘**1990 STF1.pdf**’, ‘**1990 STF3.pdf**’, ‘**2000 SF1.pdf**’, and ‘**2000 SF3.pdf**’. The STF1 and SF1 files are documentation regarding the Census 100% count data; the STF3 and SF3 files pertain to the sample Census data.

The Census Bureau’s technical documents provide information regarding the data, such as definitions for terms used in the data tables; data collection and accuracy; the difference between the 100% count and sample data; and contain outlines the contents of the Census tables.

The PDF files are viewed in Acrobat Reader. If Acrobat Reader is not already installed on the user’s computer, it may be downloaded from the web at: www.adobe.com/acrobat .

Additional Notes

Use the Excel ‘**minimize**’ **button** at the top right of the screen to move the Database out of view so that you may have access to programs on the computer’s desktop to open the other files on the CD.

The **table numbers** in the BRHP Database were created and assigned to the Database tables, and **do not correspond to the Census table numbers**.

Some words needed to be abbreviated in the Database due to limitations of space. A list of abbreviations used and their meaning are in the table below.

Abbreviations	Meaning	Abbreviations	Meaning
Alask. Nat.	Alaskan Native	Mo.	Monthly
Co.	County	Nat.Amer	Native American
Char.	Characteristics	No.	Number
Emp_	Employment	Pac. I.	Pacific Islander
Eth.	Ethnicity	Pop.	Population
Haw. I.	Hawaiian Islander	Pop_	Population
HH	Household	Rac_	Race
HHLDR	Householder	Sel.	Selected
Hou_	Housing	Transp.	Transportation
Hrs.	Hours	Trvl.	Travel
Inc.	Income	Uninc.	Unincorporated
Inc_	Income	w/out	with out